



CITY OF KIRKLAND

APPLICATION FOR USE OF FIRE STATIONS & PETER KIRK ROOM

Note: Application must be submitted two weeks prior to requested date

Organization name: _____

Contact person: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Emergency Contact: _____

Emergency Contact Phone: _____

Room Requested: _____

Date of Meeting: _____

Purpose of Meeting: _____

Time: From _____ to _____

Number of Attendees: _____

Is this meeting being held by a Neighborhood Association _____ or Government Agency _____ (Please list Assoc. or Agency)

- | | | |
|--------------------------|--------------------------|---|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | Will any admission or tuition be charged? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is this meeting open to the public, or been advertised as open to the general public? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will there be any sales for profit or not for profit? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will children be present? If yes, number of children _____ and adult-to-child ratio = _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Is this meeting for election or campaign purposes? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is this a fundraiser? |

HOLD HARMLESS / INDEMNIFICATION AGREEMENT

The undersigned hereby makes application to the City of Kirkland for use of City facilities described above and certifies that the information given in the application is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations of the City. The applicant agrees to exercise the utmost care in the use of said premises and property, and shall be responsible for any and all damage to the City's premises and property and shall be responsible for all actions, behavior and damages caused by their guest/attendees. The City is not responsible for accidents, injury, illness or loss of group or individual property. THE APPLICANT AGREES TO HOLD THE CITY OF KIRKLAND HARMLESS AND DEFEND IT FROM ANY AND ALL CLAIMS BY ANY PERSON ARISING FROM SAID USE OF SAID FACILITIES. THE APPLICANT FURTHER AGREES TO REIMBURSE THE CITY OF KIRKLAND FOR ANY DAMAGES ARISING FROM THE APPLICANT'S USE OF SAID FACILITIES. Rules and regulations on the reverse side of this form are a part of this agreement.

Date: _____ Signature of applicant _____

Office Use Only

For Office Use Only

- _____ Approved/denied
- _____ Damage and key deposit received (\$50.00)
- _____ Date key issued/walkthrough
- _____ Date key returned



CITY OF KIRKLAND FIRE/BUILDING DEPARTMENT

123 FIFTH AVENUE, KIRKLAND, WA 98033-6189 (425) 587-3650 TTY: (425) 587-3111

REGULATIONS FOR USE OF THE FIRE STATION MULTIPURPOSE ROOM

(Reference, City of Kirkland Facility Use Policy)

1. It shall be the policy of this Department to allow the use of the multipurpose rooms in Fire Station 22 (6608 108th Avenue NE - Houghton area), Station 27 (11210 NE 132nd Street - Totem Lake area), and Station 21 (9816 Forbes Creek Drive - Forbes Creek Area) when such use does not interfere with the Fire Department's operations. This use is intended for local groups in our community.
2. All reservations must be made by application. Application must be completed and submitted by a responsible adult (at least 18 years of age), no less than two (2) weeks in advance and no more than six (6) months in advance. Meetings will not be approved on a regularly pre-scheduled on-going basis. Each use will be approved individually, except those for Fire Department use.
3. Use of the facility is limited to one reservation per month by any one group.
4. Facilities are not available for use on City observed holidays.
5. The facility will be for adult groups or children's groups with adequate adult supervision. A recommended ratio is one adult to every five minors. Groups are to be no larger than allowed by the occupancy load posted. (30 - for Station 22 and 30 for Station 27). Station 21 is available for executive type group meetings with no more than 8 occupants.
6. Parking is restricted to marked spaces as shown on the reverse of this page. Engine bay doors must be kept clear. Car-pooling is encouraged.
7. The furniture within the facility will be returned to its original arrangement before leaving.
8. A limited number of chairs and tables are available. These are only to be used inside of the building. Equipment beyond tables and chairs cannot be made available.
9. No alcoholic beverages are to be consumed on the premises; no illegal gambling is allowed; and boisterous conduct is prohibited. Animals will not be allowed in the building unless they are seeing-eye dogs. SMOKING is not permitted in any indoor area.
10. The use of open flames in the multi-purpose room, for ceremonial reasons or otherwise, is prohibited.
11. The use of this room is for meetings where light refreshments may be served. Party or social activities at the Fire Stations are not allowed. Decorations that are attached to the walls or ceiling are prohibited. The applicant/group using the multipurpose room will be responsible for leaving the premises clean and for all breakage and damage arising from the use of the facility.
12. The Fire Department retains the right of approval or disapproval of the application.
13. Effective October 20, 1999, a deposit of \$50.00 check or cash is required in order for a key to be issued to the responsible adult making application for use of the multi-purpose room. This deposit will be returned upon receipt of the station key at the Fire Department's City Hall offices. This must be done within two (2) days after the date of use to ensure future granting of requests for use of facilities.
14. The facility will be not used for a fund-raising event where admission is charged. The facility will not be used for non-Fire Department groups who charge a fee of the people who attend or who would use the facility for merchandise promotion. The facility will not be used for any political rallies, fund-raisers, seminars or meetings.
15. Groups using the multi-purpose room cannot have access to the facility before 7:00 a.m. and must terminate their meetings by 10:00 p.m. (Except Station 26, hours are 6:00pm to 9:30pm)
16. The fire stations do not have phones for public use.
17. Any person(s) failing to comply with the established rules and regulations, constituting a public nuisance, or violating any federal, state, or local laws or regulations may be required to leave the facility and premises.

All arrangements shall be subject to the forgoing regulations concerning the use of these facilities.